

Briefing Packet

Commanders Call
10 October 2004
Maryland Wing Civil Air Patrol
United States Air Force Auxiliary





HEADQUARTERS
CIVIL AIR PATROL MARYLAND WING
UNITED STATES AIR FORCE AUXILIARY
PO Box 18341
BALTIMORE, MD 21240-8341

11 September 2004

MEMORANDUM FOR ALL UNIT COMMANDERS, GROUP COMMANDERS, AND WING STAFF

FROM: MDWG/CC

SUBJECT: Activity Approval and Wing Calendar

1. This policy letter describes the necessary procedures for scheduling and conducting Civil Air Patrol activities in Maryland Wing.
2. The intent of these instructions is to provide better service to our members by avoiding conflicts between activities, providing adequate advance notice of activities, and ensuring that all activities meet CAP guidelines.
3. Levels of Activity.
 - a. A squadron activity is any activity that may be attended only by members of one squadron.
 - b. A group activity is any activity that may be attended by members of more than one squadron within a group.
 - c. A wing activity is any activity that may be attended by members of more than one group.
4. Approval to hold an activity. The approval process is a way of making sure activities do not unnecessarily conflict with each other, and that the activity meets CAP regulations and safety standards. If an activity is not properly approved, it cannot be considered an official CAP activity. This could adversely affect insurance claims, reimbursement, and corporate legal defense in the event of a mishap.
 - a. Squadron Commanders must have their squadron activities approved by their group commander.
 - b. Group Commanders must have their group activities approved by the Wing Vice Commander. (Note: Group Commanders are encouraged to make applicable group activities into wing activities whenever possible.)
 - c. The Wing Commander must approve all wing activities. To gain this approval, the request should go through the appropriate chain of command (CV, CS, CSO)
5. Reserved Dates
 - a. The first Saturday of each month shall be reserved for Wing Staff meetings, Commander's Calls, Group Commander's meetings, Cadet Advisory Council meetings, and Wing activities initiated at the Wing level.
 - b. The second weekend of each month shall be reserved for Squadron activities or any Group or Wing activity initiated at the squadron level.
 - c. The third and fourth weekends of the month may be used for squadron, group, or wing activities.
 - d. No other activity will be scheduled to conflict with a SAR/DR Exercise without the express written approval of the Wing Commander.
 - e. Due to unforeseen or unavoidable circumstances, there may be times when a required wing activity is scheduled in conflict with a squadron or group activity. This will only happen when there is no other alternative.
6. Wing Calendar
 - a. All wing activities must be on the Wing Calendar.
 - b. The Chief of Staff keeps the Wing Calendar.

7. Scheduling a wing activity
 - a. Subordinate Units
 - (1) If a unit wishes to hold a wing activity (i.e. invite squadrons from other groups to attend), they must submit the activity request through their Group Commander at least eight (8) weeks in advance of the requested date.
 - (2) The Group Commander will submit the request to the Vice-Commander.
 - (3) The Vice-Commander will channel the request through the appropriate chain of command to the appropriate Wing Staff.
 - (4) The Wing Staff will review the activity request and forward it back up the chain of command to the Wing commander with recommended action.
 - (5) The activity request should describe what the activity will be, where it would be held, what unit will be sponsoring it, and who the officer in charge will be.
 - (6) If the activity is approved, it will be placed on the Wing Calendar.
 - b. Wing Staff
 - (1) If a Wing Staff wishes to hold a wing activity, they must submit the activity request through their chain of command at least twelve (12) weeks in advance of the requested date.
 - (2) The Chief of Staff or Chief of Staff/Operations will forward the activity request to the Wing Commander with recommended action.
8. To eliminate confusion, advertisements for events should only be sent to eligible attendees. Squadron and Group events will not be advertised or announced on wing-level e-mail lists such as MDWG-INFO, MDWG Aviation, or on the Maryland Wing Web Page. Groups are encouraged to create their own web pages or list serve for announcing group and squadron events.
9. Recordkeeping
 - a. Units must maintain lists of attendees.
 - b. The list must contain names and CAPIDs of all attendees, the dates of the activity, and the name of the officer in charge.
 - c. These lists will be kept for two years.
10. Exceptions
 - a. This policy letter does not apply to scheduled weekly unit meetings.
 - b. This policy letter does not apply to emergency services missions, either real or practice, conducted under an Air Force or Maryland Wing mission number.
 - c. This policy letter does not apply to cadet orientation rides that are conducted as squadron activities.



KAY JOSLIN WALLING, Col, CAP
Commander



HEADQUARTERS
CIVIL AIR PATROL MARYLAND WING
UNITED STATES AIR FORCE AUXILIARY
PO Box 18341
BALTIMORE, MD 21240-8341

12 September 2004

MEMORANDUM FOR MDWG

FROM: MDWG/CC

SUBJECT: Organization and Authority of MDWG Groups

1. This memorandum lays out the reorganization of Maryland Wing. The goal of this reorganization is to create highly effective Groups who have the responsibility and authority to carry out the Wing's missions within their area.
2. Effectively immediately, the Wing is divided into three Groups as described below. Groups are responsible for their designated squadrons and for all CAP activities in their designated geographical area.
3. Squadron Commanders should immediately establish contact with their group commander via phone or e-mail.
4. Further memorandums and directives will spell out the exact roles and responsibilities of the Group Commanders. For now, Squadron Commanders should understand that I expect the Group Commanders to actually **command** the squadrons assigned to them – not just act as an administrative element. They are responsible for everything their squadrons do and fail to do.
5. Effective immediately, all correspondence for Wing HQ must go through the Group HQ first, with the exception of reimbursement paperwork and required reports. A copy of all required reports will be sent to the Group HQ.
6. Group 1
 - A. Commander – Lt Col John Knowles (jmknow@prodigy.net, (301) 774-4871)
 - B. Squadrons:
 - (1) Cumberland MD-065
 - (2) Hagerstown MD-004
 - (3) Emmitsburg-Liberty MD-095
 - (4) Howard MD-038
 - (5) Frederick MD-003
 - (6) Mount Airy MD-091
 - (7) B-CC MD-071
 - (8) Montgomery MD-073

(9) Chesapeake MD-096

C. Counties:

- (1) Garrett
- (2) Allegany
- (3) Washington
- (4) Frederick
- (5) Montgomery
- (6) Howard

7. Group 2

A. Commander – Lt Col Jerry Weiss (Weiss.Jerry@jobcorps.org, (410) 836-7106)

B. Squadrons

- (1) Towson MD-013
- (2) Southwestern MD-800
- (3) Harford MD-008
- (4) Glen L. Martin MD-031
- (5) Osprey MD-096
- (6) Ft. McHenry MD-140
- (7) Carroll MD-039
- (8) Easton MD-079
- (9) Wicomico MD-086

C. Counties

- (1) Carroll
- (2) Baltimore
- (3) Baltimore City
- (4) Harford
- (5) Cecil
- (6) Kent
- (7) Queen Anne's
- (8) Talbot

- (9) Caroline
- (10)Dorchester
- (11)Wicomico
- (12)Somerset
- (13)Worcester

8. Group 3

A. Commander – Lt Col David Younce (mer_pd@verizon.net, 301-362-3968)

B. Squadrons

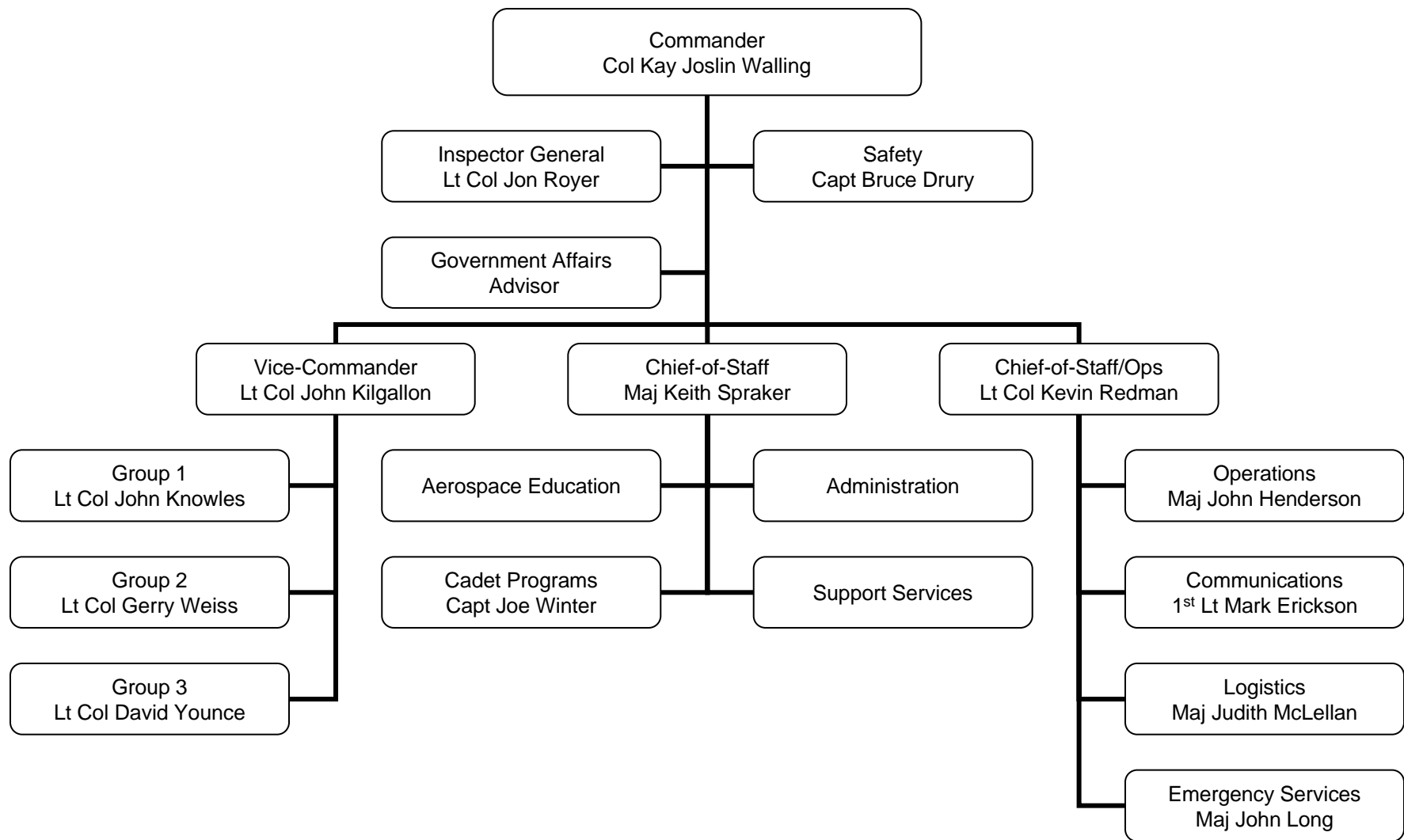
- (1) Hyde Park MD-002
- (2) Apollo 1 MD-085
- (3) Annapolis MD-028
- (4) Arundel MD-023
- (5) Bowie MD-052
- (6) College Park MD-011
- (7) Indian Head MD-090
- (8) Prince Frederick MD-007
- (9) Saint Mary's MD-089

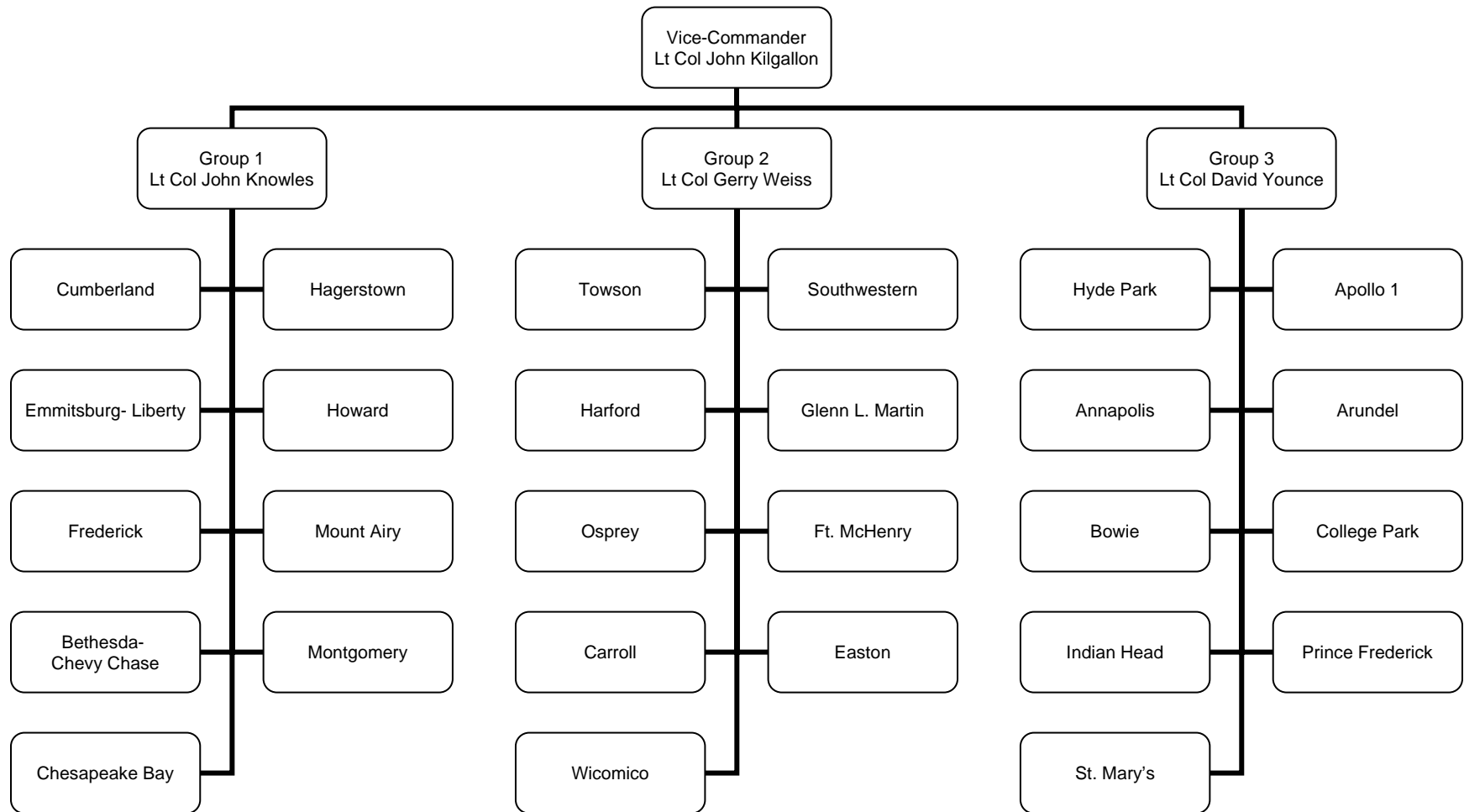
C. Counties

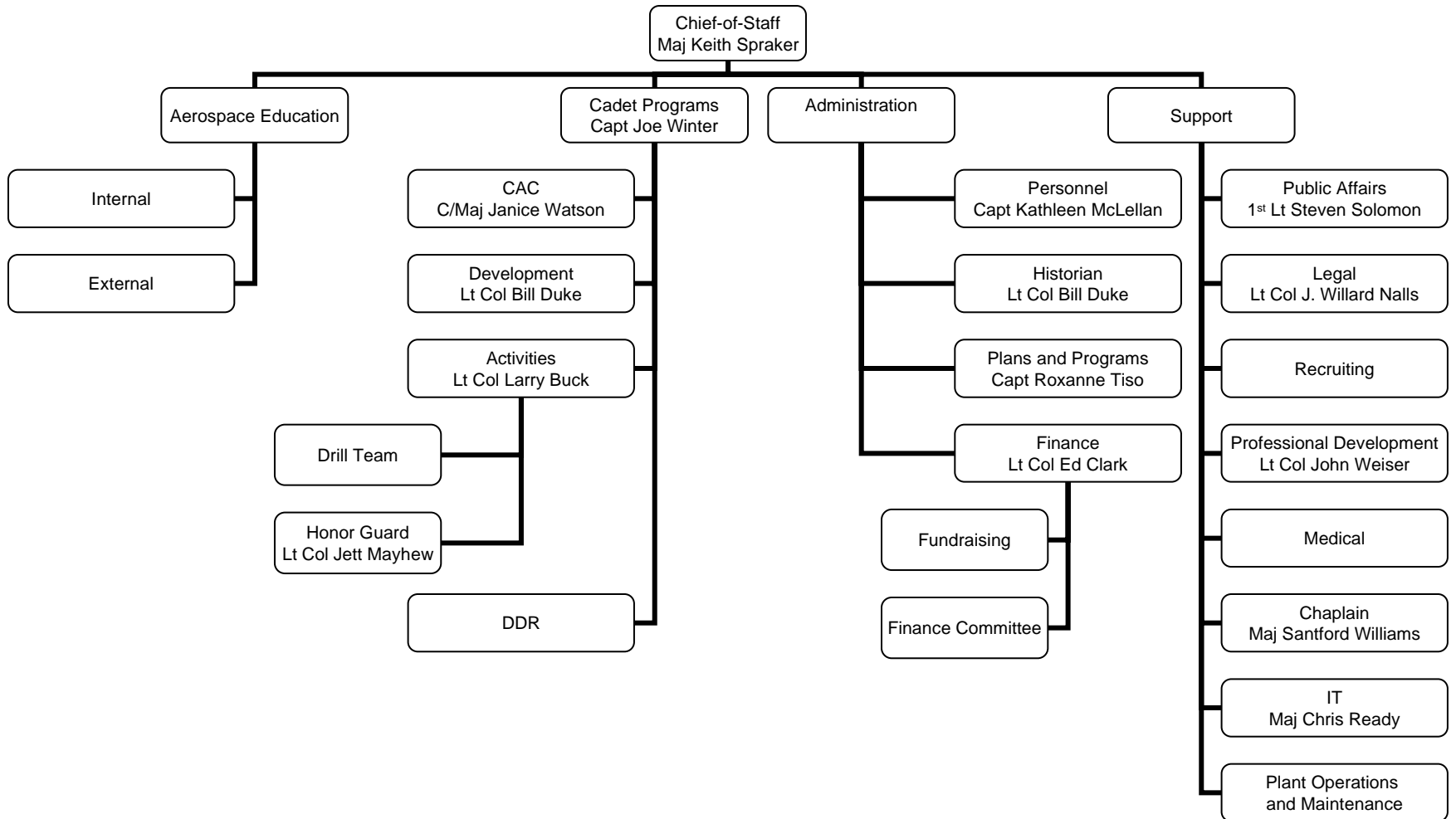
- (1) Prince Georges
- (2) Anne Arundel
- (3) Charles
- (4) Calvert
- (5) St. Mary's

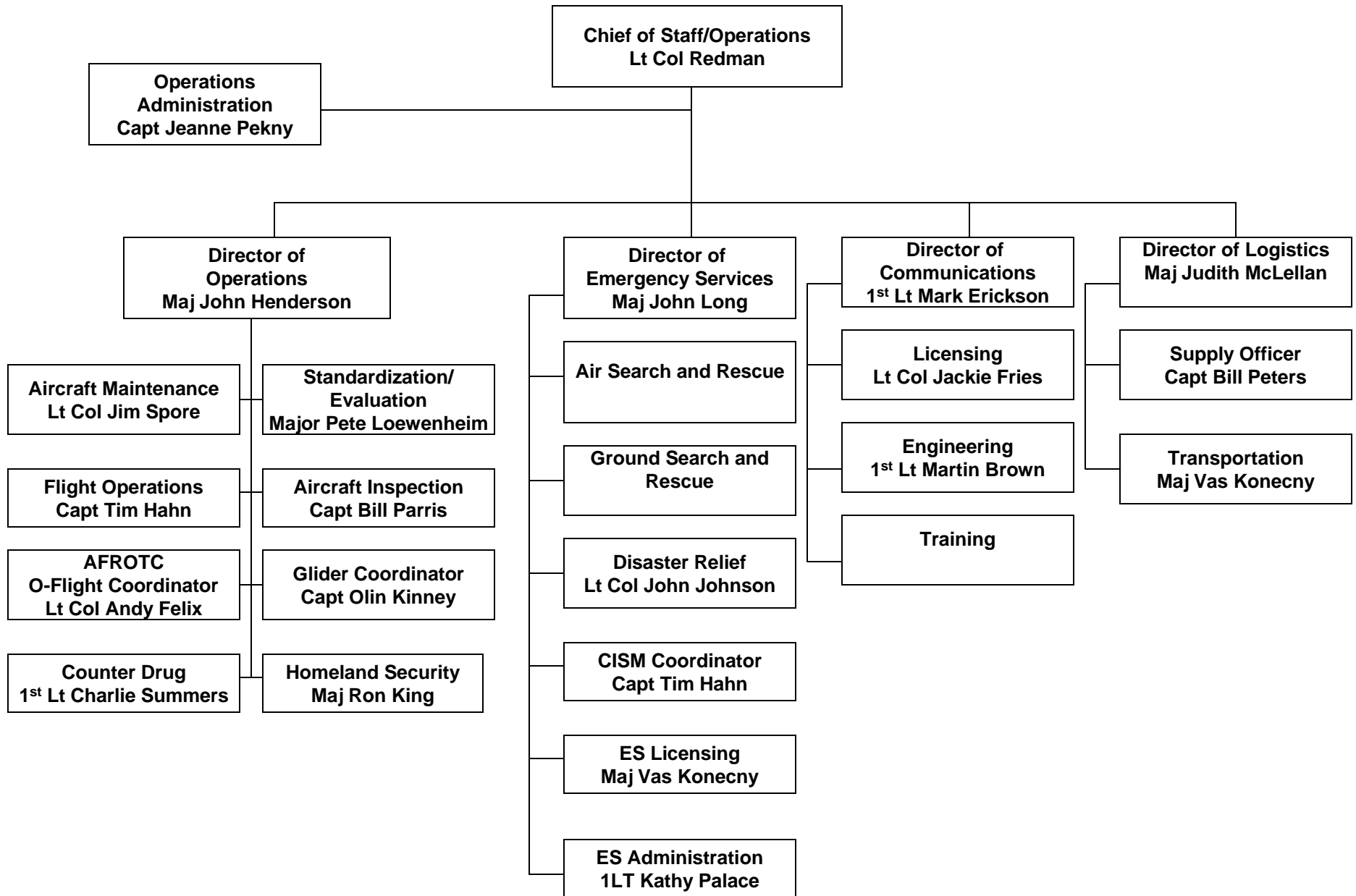


KAY JOSLIN WALLING, Col, CAP
Commander











CIVIL AIR PATROL MARYLAND WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 18341
BALTIMORE MD 21240-8341

23 AUGUST 2004

MEMORANDUM FOR MARYLAND WING STAFF

FROM: HQ MARYLAND WING CAP/CC

SUBJECT: ADMINSTRATIVE COMMUNICATIONS

1. This policy letter addresses administrative communications from Maryland Wing staff to unit (groups and squadrons) via the Maryland Wing e-mail list servers or by hard copies in unit mailboxes. Its intent is to define which communications require prior approval, and which do not.
2. Any communication that directs units to take actions (i.e. requests for information, moving resources, changing procedures) must be reviewed and approved by the Maryland Wing Commander or one of the following acting for the Commander:
 - a. Vice Commander
 - b. Chief of Staff
 - c. Chief of Staff/Operations
3. Communications approved by the Vice Commander or either Chief of Staff will be distributed by that individual with 'FOR THE COMMANDER' written above the signature block. This will indicate that the communication has been reviewed, approved, and is keeping with the Commander's intent on wing policies.
4. Communications that are informative in nature (i.e. publication updates, announcements of scheduled activities, 'human interest' information, reminders of report deadlines) may be distributed by staff officers without prior approval. As always, discretion should be used in determining what appropriate information for CAP distribution is and what is not.
5. All communications will include the name and contact information of the originator or designated point-of-contact in the last paragraph.

KAY JOSLIN WALLING, Col, CAP
Commander



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PO Box 18341
BALTIMORE, MD 21240-8341

14 September 2004

MEMORANDUM TO MDWG CADET ORIENTATION PILOTS, AFROTC ORIENTATION PILOTS

FROM: MDWG/ CC

SUBJECT: FAA Ruling on CAP and AFROTC Cadet Orientation Flights

1. In order to protect our pilot-members the Air Force and CAP requested and received an interpretation from the FAA regarding the conduct of CAP and AFROTC Cadet Orientation Flights. In order to conform with present FAA guidance, while we may not like it, CAP must simply modify the way we currently conduct these orientation flights.

a. To the extent we have funding CAP-Cadet powered orientation flights will continue to be reimbursed to wings and pilots from appropriated funds. However, since these are no longer Air Force assigned missions, the FAA exemption permitting private pilots to be reimbursed for these missions is no longer applicable. The FAA has interpreted logging flight time when CAP is paying the operating costs of the aircraft as a benefit to the pilot and somehow stretched that "benefit" into a type of "compensation". Therefore, to avoid receiving "compensation" under the FAA definition, private pilots cannot log flight time associated with the CAP powered cadet orientation flights, including the flight to and from the orientation flight location. Flight time may be logged by a commercial pilot or ATP holding a current first or second class medical certificate.

b. Within the allocated funds for this purpose, payment for glider tows for CAP cadet orientation flights will continue to be reimbursed to wings and pilots from corporate funds. There is a special provision in the Federal Aviation Regulations, at 61.113(g), that permits a private pilot who meets the requirements of FAR 61.59 to act as pilot in command of an aircraft towing a glider. The FAA has interpreted this provision to mean that a private tow pilot may log the flight time, although he/she may not receive other compensation. However, private glider pilots cannot log glider time on cadet orientation flights.

c. AFROTC Orientation Flights will continue to be reimbursed to wings and pilots from appropriated funds. However, since the funding source for these flights comes from the AFROTC program, which is other than our Congressional appropriation for operations and maintenance, only members holding a commercial pilot license or ATP and current first or second class medical certificate can fly these missions.

d. A copy of this will be sent with each MDWG reimbursement check to orientation pilots to insure knowledge of the FAA ruling.

KAY JOSLIN WALLING, Col CAP
Commander



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

10 September 2004

MEMORANDUM FOR ALL NATIONAL BOARD MEMBERS

FROM: CAP/CC

SUBJECT: FAA Ruling on CAP and AFROTC Cadet Orientation Flights

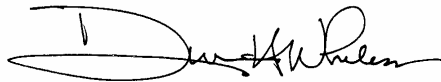
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2. AF/XOS-HA is working through AF channels to get CAP cadet orientation flights reinstated as an Air Force mission and then our private pilots would be able to log the time. This will resolve the problem CAP has with cadet orientation flights. The Air Force and CAP will continue to work jointly to resolve the FAA issue with AFROTC Orientation Flights.

A handwritten signature in black ink, appearing to read "Dwight H. Wheless". The signature is fluid and cursive, with a large initial "D" and a long horizontal stroke at the end.

DWIGHT H. WHELESS
Major General, CAP
Commander

cc:
HQ AF/XOS-HA
BoG Chairman and Vice Chairman
HQ CAP/EX/XP/DO/NOC/LM/GC/IG/EXI
CAP-USAF/CC/CV/XO/IG/JA
CAP-USAF LR/CC
AFROTC/CC/DO
State Directors



HEADQUARTERS
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28 September 2004

MEMORANDUM FOR GROUP AND SQUADRON COMMANDERS

FROM: MDWG/CC

SUBJECT: Aircraft Maintenance Rates

1. Beginning 1 October, Maryland Wing will begin to pay insurance for corporate aircraft assigned to us.
2. Due to the increased charges to Maryland Wing, maintenance rates will increase.
 - a. C172 maintenance rate will be \$20.00 per hour (Hobbs).
 - b. C182 and Maule maintenance rates will be \$22.00 per hour (Hobbs).
3. This increase will take effect 1 October 2004. Units with assigned aircraft will need to adjust their rates accordingly.

A handwritten signature in black ink, reading "Kay Joslin Walling".

KAY JOSLIN WALLING, Col, CAP
Commander



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BALTIMORE, MD 21240-8341

29 September 2004

MEMORANDUM FOR GROUP AND SQUADRON COMMANDERS

FROM: MDWG/CC

SUBJECT: MDWGF 91 – Aircraft Log

1. The current version of the form dated OCT 04 is effective October 1, 2004. All previous versions are to be destroyed and will not be accepted after 31 October 2004.
2. All blocks on this form are mandatory information items.
3. For each page indicate the name and last three digits of the unit on the line next to AIRCRAFT FLIGHT LOG at the top of the page. (i.e. Bowie – 052)
4. For each page complete AIRCRAFT indicating the aircraft tail number, the MONTH/YEAR, and the PAGE OF section.
5. In the FUEL column, total all receipts for fuel for that flight and enter the data. Include the date it was fueled and the name of the person fueling the aircraft. Enter the number of quarts of oil put into the aircraft for that flight.
6. Show left hand column dates as month / day. (i.e. 9/4)
7. Use black or blue ink. Write legibly. Ensure that the print is dark enough to be read after faxing or scanning.
8. Prior to submission, double check the math and ensure that the figures are correct.
9. The aircraft logs are to be sent to the MDWG/DOO by fax or scanning/email no later than the 5th of the month for the preceding month along with the FRO logs for the unit FRO's and the MDWG Form 3.
10. The original of these forms must be maintained by the unit and available for inspection for a period of five (5) years.

A handwritten signature in black ink that reads "Kay Joslin Walling".

KAY JOSLIN WALLING, Col, CAP
Commander

Aircraft Flight Log - _____

Aircraft:				Month/Year				Page of	
Date	Duty	Name	Rank	CAPID	Unit	Flight Data	Flt Time/Hobbs	Flt Time/Tach	Fuel/Oil
	PIC					MISSION SYMBOL	Landing	Landing	Amt \$ Amt Gal:
						CHARGE TO:	Takeoff:	Takeoff:	Date fueled:
					Flight:		Flight:	Person fueling:	
					FRO:		Oil - Qts added:		
	PIC					MISSION SYMBOL	Landing	Landing	Amt \$ Amt Gal:
						CHARGE TO:	Takeoff:	Takeoff:	Date fueled:
					Flight:		Flight:	Pilot fueling:	
					FRO:		Oil - Qts added:		
	PIC					MISSION SYMBOL	Landing	Landing	Amt \$ Amt Gal:
						CHARGE TO:	Takeoff:	Takeoff:	Date fueled:
					Flight:		Flight:	Pilot fueling:	
					FRO:				
	PIC					MISSION SYMBOL	Landing	Landing	Amt \$ Amt Gal:
						CHARGE TO:	Takeoff:	Takeoff:	Date fueled:
					Flight:		Flight:	Pilot fueling:	
					FRO:		Oil - Qts added:		
	PIC					MISSION SYMBOL	Landing	Landing	Amt \$ Amt Gal:
						CHARGE TO:	Takeoff:	Takeoff:	Date fueled:
					Flight:		Flight:	Pilot fueling:	
					FRO:		Oil - Qts added:		
	PIC					MISSION SYMBOL	Landing	Landing	Amt \$ Amt Gal:
						CHARGE TO:	Takeoff:	Takeoff:	Date fueled:
					Flight:		Flight:	Pilot fueling:	
					FRO:		Oil - Qts added:		
	PIC					MISSION SYMBOL	Landing	Landing	Amt \$ Amt Gal:
						CHARGE TO:	Takeoff:	Takeoff:	Date fueled:
					Flight:		Flight:	Pilot fueling:	
					FRO:		Oil - Qts added:		

Duty Codes: PIC = Pilot in Command IP = Instructor Pilot CP = Check Pilot O = Observer/Scanner

November 06, 2004

Saturday

November 2004						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2004						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

08 am	MDWG Open (MDWG HQ)	
09 00	Wing HQ SQ meeting (MDWG HQ)	
10 00	Group CC/ Kilgallon	MDWG Operations Staff/Redman
		MDWG Wing Staff/Spraker (MDWG HQ)
11 00	MDWG Staff Meetings (MDWG HQ)	
12 pm		
01 00	Individual Meetings and Training (MDWG HQ)	Cadet Advisory Council
02 00		
03 00		
04 00		
05 00		